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Pre-Bid Conference Summary

The following is a summary of items discussed at the Pre-Bid Conference held on Monday, October 23, 2017. This summary is intended to be a general record of the meeting and ***does not*** constitute an amendment to the IFB.

- **Introduction:** The meeting opened at 10:10 a.m. Amanda Sadler from DHCD Procurement presided and opened the floor to introductions. Eight (8) people attended, including three (3) people from DHCD and five (5) representatives from four (4) unique vendors.
- **Overview:** Mrs. Sadler went over key information of the solicitation:

Solicitation Number: DHCD-18-02
Title: Winterization Services
Due Date: October 31, 2017 at 2:00 p.m.
MBE Goal: 0% / VSBE Goal: 0%
- **Section 1.24, Page 11, Mandatory Terms & Conditions:** Mrs. Sadler called attention to Section 1.24 of the IFB and stated that the State's mandatory terms and conditions are in the Code of Maryland Regulations (COMAR) and that taking exception to them may result in a bid being rejected.
- **Section 2, Page 16, Minimum Qualifications:** Mrs. Sadler explained that a factor that can automatically render a bid not reasonably susceptible of being awarded a contract is not providing documentation of minimum qualifications.
- **Section 3, Page 17-18, Scope of Work:** Mrs. Sadler introduced the Contract Monitor, Steven Wilson to speak in regards to the Scope of Work.
- **Section 3.4, Page 18, Insurance Requirements:** Mrs. Sadler made note of the insurance requirements. Mrs. Sadler also noted this documentation is required within five (5) business days of Notification of Contract Award.
- **Vendor Questions:** Vendors asked the following questions at the Pre-Bid:
 1. How many properties are there?
There are currently 40-50 properties.
 2. Where are the properties located?
Properties are state-wide. However, the majority of the properties are located within the Baltimore and Washington D.C. Metropolitan area.
- **Questions:** Any other questions may be submitted by Thursday, October 26, 2017, at 10 a.m.
- **Incumbent:**
N/A – There is not a current contract for these services.
- **Adjournment:** The meeting closed at 10:30 a.m. All vendor attendees signed in.

